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Minimum Qualification Specifications  
for the Class:

INSPECTIONS AND INVESTIGATIONS OFFICER  
(INSPECTIONS & INVSTGS OFFCR)

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Principles and practices of adult corrections management, programs and operations; laws, regulations and standards and issues pertinent to adult corrections operations; principles and practices of supervision and management; research methods and techniques; and report writing.

Ability to: Develop plans, goals, objectives, policies and procedures; monitor departmental operations for compliance with pertinent laws, rules, regulations, standards and directives set forth for the operation of the department; interpret and apply pertinent federal and State laws, regulations, other legal requirements, recognized standards, policies and procedures; formulate and administer budget and expenditure plans; supervise and evaluate the work of others; analyze and solve complex problems logically and systematically; write clear and comprehensive reports; establish and maintain effective working relationships with representatives from various State, county and federal agencies; and communicate effectively orally and in writing.

**Basic Education Requirement:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the General or Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive

reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: Two (2) years of responsible professional work experience which provided knowledge of the laws, regulations, standards, policies, functions, objectives and operations of an adult correctional program. The professional work experience must have involved reading and interpreting laws, rules, regulations and other complex materials; evaluating and analyzing pertinent facts, information and issues to resolve problems; writing clear and concise reports and analyses; applying problem-solving methods and techniques; and recommending appropriate courses of action.

Specialized Experience: Two and one-half (2-1/2) years of progressively responsible professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs. The experience may have been gained as a program analyst/planner, or supervisor/manager/administrator or other management advisor, but must have involved performing professional work concerned with program interrelationships, effectiveness or intraprogram integration. It must further have demonstrated a high degree of analytical skill involving the ability to read, comprehend and interpret complex material such as State statutes and/or federal regulations; identify information needs; collect and analyze data; identify problems and alternative solutions and their advantages and disadvantages; develop logical recommendations for a course of action; and draft comprehensive reports of findings and conclusions. Persons performing this type of work are typically located in a staff agency or office (e.g., program evaluation, program budget or organizational/management analysis); however, experience gained in direct services programs may be accepted if there is evidence of continuing responsibility for analytical work as described above (e.g., staff assistant to the administrator of a program responsible for analyzing the assigned program area and recommending improvements in operations, or methods of implementing the program for

greater effectiveness and the like, or as a supervisor whose work regularly included preparing plans for the assigned program or function, evaluating and monitoring the progress of the assigned program area, preparing reports of progress, identifying problem areas and taking steps or recommending actions to resolve them).

Supervisory Experience: One (1) year of work experience which included: (1) planning, organizing, scheduling and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; 4) training and developing subordinates; and (5) evaluating their work performance and disciplining them when necessary.

Administrative Aptitude: Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

A master's degree in Criminal Justice, Criminology or related field from an accredited college or university which included coursework which provided knowledge of the laws, regulations, standards, functions, and objectives of an adult correctional program [e.g., coursework in penology, correctional law (legal process, inmate rights), structure and organization of a correctional system, correctional treatment programs], may be substituted for one (1) year of General Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for

a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

**Desirable Qualifications:**

Demonstrated competency in:

- Anticipating, recognizing, and analyzing operational problems and opportunities. Identifying problems and causal factors, developing innovative alternative solutions and preventive measures, and making sound and effective decisions to resolve issues on a timely basis.
- Communicating effectively with individuals with diverse backgrounds, orally and in writing. Managing and resolving conflicts, confrontations, and disagreements.
- Managing operations to meet expected performance levels

- on time.
- Encouraging and facilitating obtaining cooperation, instilling pride, and fostering trust in order to work as an effective group.
- Providing leadership and motivating staff.
- Consistently and effectively using a performance management system by setting performance standards; appraising staff accomplishments using the developed standards; and taking action to reward, counsel, or remove employees as appropriate.
- Understanding and implementing collective bargaining agreements and standards of conduct effectively.

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This is the first minimum qualification specification for the new class INSPECTIONS AND INVESTIGATIONS OFFICER (INSPECTIONS & INVSTGS OFFCR).

DATE APPROVED: \_\_\_\_\_

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DAVIS K. YOGI  
Director of Human Resources

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